



***Personnel***  
**DECORATIONS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 4 ASOG/CCEA  
Supersedes 4ASOGI 36-2801, 14 September 1998

Certified by: 4 ASOG/CCE (Capt R. Edwin Taylor Jr.)

Pages: 1  
Distribution: F

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**This instruction provides Group guidance and responsibilities to its subordinate units on accomplishing timely and administratively correct decorations.**

***SUMMARY OF REVISIONS***

This change redefines several requirements and should be reviewed in its entirety.

**1.1** Suspenses. Meritorious Service Medal packages are due to 4 ASOG/CCEA 60 days prior to the individual's projected PCS/retirement date or presentation date, whichever is soonest. Air Force Commendation Medal packages are due to 4 ASOG/CCEA 30 days prior to projected PCS/retirement, separation or presentation date. Decorations for outstanding achievement or Extended Tour (COT) are due to 4 ASOG/CCEA no later than 30 days after the specific achievement.

**1.2** DÉCOR 6. Complete items 1 thru 4 and 8. Information on the DÉCOR 6 must be typed. Ensure the information used for the certificate matches the DÉCOR 6 (i.e. inclusive dates, duty title, number of oak leaf clusters, etc.). DÉCOR 6 must be signed and dated by the supervisor and commander. Item 1.g. for MSMs is: "4 ASOG/CCEA, Unit 29356, APO AE 09014."

**1.3** Citation. Email or hand carry citation on a 3 1/2" diskette. Information (duty title, oak leaf clusters, etc.) must match the DÉCOR 6. No acronyms or abbreviations will be used. Use mandatory opening and closing sentences IAW AFI 36-2803. Maximum text requirements: MSM, 13 lines; AFCM, 14 lines; AFAM, 11 lines. The closing sentence on AFAMs will be confined to one sentence that personalizes the summation.

**1.4** Supporting documentation. Submit copies of all performance reports that cover the award period and any decorations awarded during that same period. Put an asterisk beside each EPR/OPR bullet used in the citation/justification. Additional justification in memorandum format is required for the following: MSMs on Captain and below for officers and TSgt and below for enlisted; AFCMs on SrA and below.

**1.5** USAFE Form 654. Unit commanders will provide suggested comments to 4 ASOG/CC for MSM packages. Suggested comments should be succinct (3 lines maximum) and in bullet format.

CHARLES R. GREENWOOD, Colonel, USAF  
Commander